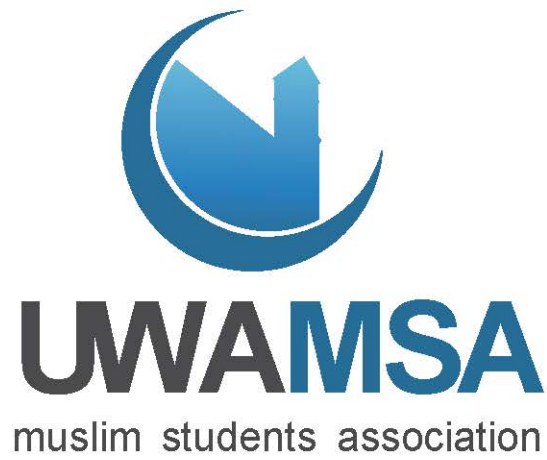




The University of Western Australia

Muslim Students Association

Founded: 1989

Constitution

Friday 18 October 2013
Revised March 8, 2023

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In the Name of Allah, Most Gracious, Most Merciful

1 Name

The name of the association is The University of Western Australia Muslim Students' Association, referred to herein as UWA MSA or simply MSA.

2 Definitions

UWA means The University of Western Australia.

WA means Western Australia.

Officer refers to any one of the Executive officer, President, Vice-President, Treasurer Secretary, Jumuah coordinator, Male Musalla manager or Female Musallah manager, and any other positions created as per Rules in 6.

Executive Committee or Executives means the committee comprising the Executive Officer, President, Vice- President, Secretary, Treasurer, Jummah Coordinator, Musallah Managers and any other co-opted members as per Rule 6.1.1.

Ordinary Committee member means a person who has been elected or appointed to membership of the Committee as per section 6.

Committee means the Committee of UWA MSA, comprising the Executive Committee and any members appointed by the Executive Committee as per section 6.

General meeting (GM) means a general meeting of members of the MSA convened in accordance with these Rules.

In writing refers to any form of written communication, including typed or handwritten documents and e-mails.

Incoming Committee refers to the Committee as of the conclusion of the Annual General Meeting or Special General Meeting at which elections are held for one or more Committee positions.

Member means a member of the MSA.

Month shall mean a calendar month.

Poll means voting conducted in written form (as opposed to a show of hands).

Signed by means a requirement that the person in question writes, draws or affixes with their own hand a version of their own name, initials, or any mark that identifies it as the act of the person with the intention of authenticating a document and its contents as being written by them or endorsed by them.

The Executive Officer means the Executive Officer of MSA as referred to in Rules 6.15.

The President means the President of the MSA as referred to in Rule 6.2.

The Vice-President means the Vice-President referred to in Rule 6.2

The Secretary means the Secretary referred to in Rule 6.2

The Treasurer means the Treasurer referred to in Rule 6.2

3 Objects or Purposes of the Association

- 3.1 In all matters the MSA shall act in accordance with the Qura'an and Sunnah and shall reject any practices that are contrary to these.
- 3.2 Where there are issues with interpretation of Qura'an and Sunnah, the MSA shall take advice from the the Muslim Chaplain at UWA and/or other Muslim scholars as it deems appropriate.
- 3.3 The object of the Association is to be the peak body representing Muslim students and staff at UWA. Toward this end, the MSA shall:
 - 3.3.1 promote the self-esteem, personal development and spiritual growth of Muslims at UWA by organising various Islamic, social and other programmes and events;
 - 3.3.2 promote positive relationships and understanding between the Muslim community in UWA and the wider UWA community, other affiliated societies and service providers in the UWA campuses, and the wider Muslim and non-Muslim communities in WA and Australia;
 - 3.3.3 promote co-operation between the MSA and all organisations promoting similar objectives;
 - 3.3.4 remain affiliated with the Societies Committee while it does not conflict with the Islamic principle of MSA.
- 3.4 In all matters pertaining to organisational conduct and events, the MSA will adhere to the following values as its core.
 - (a) Dawah: to conduct itself in a way that conveys the beauty of the message of Islam to both Muslims and Non-Muslims.
 - (b) Talab-al-Iilm: to inculcate a spirit of curiosity, learning and knowledge seeking knowledge.
 - (c) Mashwarah: to cultivate practice a culture of consultation and teamwork in all organisational matters.
 - (d) I'tiqan and Muhassabah: To strive for excellence in all matters and to maintain a keen sense of accountability to Allah S.W.T, oneself and the Muslim community.
- 3.5 In addition to these values, the MSA Executive may formulate a Code of Conduct that shall be binding on the Committee.
- 3.6 The MSA shall be a non-profit and non-government organisation.

3.7 The property, assets or holdings of the MSA shall be applied solely towards the promotion of the objectives of the MSA and no part of that property, funds or income may be paid or otherwise distributed directly or indirectly to:

3.7.1 members, except in good faith in the promotion of those objectives.

3.7.2 any other organisation or person, except with the explicit decision of The Executive Committee. Any such distribution will not exceed 1% of the total income in any year.

3.8 **MAJOR OBLIGATIONS TO THE GUILD** The Club shall comply with the Regulation of the Guild, the Rules of Societies Council, and all other provisions enrolled upon the Guild Statutes book. All Office Bearers and committee members shall be jointly and severally responsible for such compliance, and shall be deemed liable in the event of non-compliance therewith.

4 Powers of the MSA

The MSA shall take all steps necessary or convenient for carrying out its objectives and purposes as stated in rule 3, and in particular,

4.1 manage and maintain the musalla in order to carry out its objectives;

4.2 negotiate with UWA the requirements of space, venues and other facilities as required to carry out the objectives of the MSA;

4.3 where appropriate, appoint a Muslim Chaplain at UWA in consultation with UWA authorities;

4.4 acquire, hold, deal with and dispose of any real or personal property;

4.5 open and operate bank accounts;

4.6 invest its money in any manner authorised by the Rules of the MSA;

4.7 raise and establish funds for the general conduct of the MSA;

4.8 borrow money upon such terms and conditions as the MSA thinks fit;

4.9 appoint agents to transact any business of the MSA on its behalf; and

4.10 enter into any other contract it considers necessary or desirable.

5 Membership

5.1 Types

5.1.1 Any person who is a Muslim and a student or staff at UWA may apply for membership of the MSA. (See 5.1.3)

5.1.2 The MSA shall have four (4) types of membership:

5.1.2.1 Full Member: available to all Muslim students and staff at UWA.

- 5.1.2.2 Associate member: available to non-Muslim students and non-Muslim staff at UWA.
- 5.1.2.3 Honorary Life Member: awarded at a General Meeting at the recommendation of the MSA Executive Committee to a long standing member who has provided outstanding service to the MSA over a sustained period of time.
- 5.1.2.4 Honorary Member: awarded by the Executive to a person for a fixed period who is not a member of MSA, for exceptional, voluntary service to the MSA.
- 5.1.3 Application for membership shall be made in a form as prescribed by the Committee from time to time. Upon acceptance of the application by the Committee and upon payment of the annual subscription, the applicant shall be a member of the MSA.
- 5.1.4 A member, other than an honorary life member, of the MSA shall cease to be a member if (s)he ceases to be a student or staff at UWA.
- 5.2 Subscriptions
 - 5.2.1 The subscription fees for membership shall be such sum stipulated annually at the Annual General Meeting.
 - 5.2.2 The subscription fees shall be payable annually to the Committee at the beginning of each UWA academic year. For students enrolling mid-year the subscription for the remainder of that year shall be half of the annual subscription fee.
 - 5.2.3 An Honorary Life Member of the MSA shall not be required to pay an annual subscription to the MSA but shall have all privileges of membership in the MSA
 - 5.2.4 Any member whose subscription is outstanding for more than three (3) months after the due date for payment shall cease to be a member of the MSA, provided always that the Committee may reinstate such a person's membership on such terms as it thinks fit.
- 5.3 Resignations. A member may resign from membership of the MSA by giving written notice to the Secretary or President of the MSA. Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to the MSA.
- 5.4 Suspension or expulsion of a member
 - 5.4.1 Subject to giving a member an opportunity to be heard or to make a written submission, the Committee may resolve to suspend or expel a member upon a charge of misconduct detrimental to the interests of the MSA.
 - 5.4.2 Particulars of the charge shall be communicated to the member at least one (1) month before the meeting of the Committee at which the matter will be determined.
 - 5.4.3 The determination of the Committee shall be communicated to the member in writing, and, in the event of an adverse determination, the member shall, subject to 5.4.4 below, cease to be a member fourteen (14) days after the Committee has communicated its determination to the member.

5.4.4 It shall be open to a member to appeal the suspension or expulsion to the Committee at a general meeting. The intention to appeal shall be communicated to the Secretary or President of the MSA within fourteen (14) days after the determination of the Committee has been communicated to the member.

5.4.5 In the event of an appeal under 5.4.4 above, the appellant's membership of the MSA shall not be suspended or terminated unless the determination of the Committee to suspend or expel the member is upheld by the members of the MSA in a general meeting after the appellant has been heard by the members of the MSA. In such an event, membership will be suspended or terminated at the date of the general meeting at which the determination of the Committee is upheld.

5.5 Register of members

5.5.1 A register of members shall be kept by the Secretary and contain (i) the name, student number (but not staff number) and email of each member and (ii) the date on which each member was admitted to the MSA.

5.5.2 The Secretary must cause the name of a person who dies or who ceases to be a member under Rule 5.1.4, 5.2.4, 5.3, 5.4 to be deleted from the register of members.

6 The Committee

6.1 Structure, Powers and duties

6.1.1 The Executive Committee shall consist of the Officers of the MSA, and any other members appointed officers created by the Officers for any period up to the AGM. Such appointed persons will be either from the senior full members or past senior members of MSA who have preferably served on the MSA committee. The creation or removal of such a position must occur through a unanimous vote within the Executive Committee.

6.1.2 The members appointed to the Executive will serve up to the next AGM.

6.1.3 The Executive may appoint ordinary committee members, as many as it determines, to assist in the operations of the MSA. Such appointments shall be for a period determined by the Executive, and will naturally expire at the next AGM.

6.1.4 The affairs of the MSA shall be managed and controlled by the Executive Committee which, in addition to any powers and authorities conferred by these Rules, may exercise all such powers and do all such things as are within the objectives and purposes of the MSA and are not, by these Rules, required to be done by the MSA by any resolution of a general meeting.

6.1.5 The Executive Committee is responsible for the strategic direction and overall management of the affairs of the MSA.

6.1.6 The Executive Committee shall meet regularly and not less than once a month.

6.1.7 The Extended Committee, including the Executives and other ordinary committee appointed by the Executive, will meet regularly and not less than once a month.

6.1.8 Decisions made by the Executive Committee will be binding on all committee members.

6.1.9 Financial matters

6.1.9.1 The Executive Committee has the management and control all property of the MSA.

6.1.9.2 The MSA funds will be overseen by a Finance Board, consisting of The Executive Officer and two other member appointed by an General Meeting of the MSA. The MSA Executive will submit a financial statement to the Finance Board every three months. In addition, all expense items above AUD 1,000 will need prior approval of the Finance Board.

6.1.9.3 Any bank accounts held by the MSA will be operated by one (1) signature by any of the authorised signatories. The authorised signatories must include the Executive Officer and at least two of the President, the Treasurer and the Vice President.

6.1.9.4 The UWA Guild banking account held by the MSA will be operated by two (2) authorised signatories. The authorised signatories must include at least two of the President, the Vice President, the Treasurer and the secretary.

6.1.9.5 Payments may be as cash or by a electronic transfer.

6.1.9.6 Payments in excess of \$500 or such other amount as the Executives may from time to time determine shall require prior approval by the Executives.

6.1.9.7 An authorised signatory, as defined in Rules 6.1.9.3 and 6.1.9.4, is considered to have given written approval for a payment if they (i) explicitly state their approval of that payment in writing or (ii) directly contact another authorised signatory in writing to request approval of that payment.

6.1.9.8 The Executives shall have authority to interpret the meaning of these Rules and any other matter relating to the affairs of the MSA on which these Rules are silent.

6.1.10 The Executive Committee is responsible for:

6.1.10.1 the preparation and issue of publications of the MSA.

6.1.10.2 the retention for the MSA of copyright in all communications to be printed in publications of the MSA unless the Executive Committee allows the copyright to be specially reserved by the contributor.

6.1.10.3 the making, amending, suspending or repealing of Regulations which are not inconsistent with these Rules. Such Regulations, of which each member of the MSA shall be notified, shall remain in force until the next general meeting, at which they shall be confirmed, amended or annulled. The Executive Committee shall not renew a Regulation which has been annulled at a general meeting.

6.1.11 Sub-Committees

6.1.11.1 The Executive Committee may appoint of sub-committees of members of the MSA with such terms of reference as the Executive Committee thinks fit. All such committees shall report their proceedings to the Executive Committee.

- 6.1.11.2 The chairs of sub-committees may be invited to attend the meeting of the Executive Committee as deemed appropriate by the Executives.
- 6.1.11.3 In the normal operations of the MSA, the sub-committees will attend to matters and tasks as directed by the Executive Committee.
- 6.1.11.4 The Executive Committee may also appointment members of the MSA to form joint committees with other organisations.

6.2 Appointment

- 6.2.1 The Officers of the MSA shall be the Executive Officer, the President, the Vice-President, the Treasurer, the Secretary, the Jumuah co-ordinator and Musalla Managers.
- 6.2.2 Only full members of the MSA are eligible to be committee members.
- 6.2.3 A Committee member shall be a natural person.
- 6.2.4 The Executive Officer
 - 6.2.4.1 The Executive Officer shall be appointed at a GM with a majority vote.
 - 6.2.4.2 The Executive Officer shall be a staff member or senior student with a record of sustained service to the MSA over a period of not less than three years.
 - 6.2.4.3 If a suitable staff member or student is not available, then a suitable person from outside the UWA community should be appointed. Such a person will have had a record of sustained service to the MSA over a period of not less than three years.
 - 6.2.4.4 The position of Executive Officer shall become vacant in the following situations:
 - 6.2.4.4.1 the Executive Officer resigns;
 - 6.2.4.4.2 the Executive Officer is no longer a staff member or student at UWA;
 - 6.2.4.4.3 The term of Executive Officer is terminated by a majority vote at a GM.
 - 6.2.4.5 If the position of the Executive Officer becomes vacant then an Executive Officer must be appointed within four (4) weeks at a GM.
- 6.3 The President, Vice-President, Treasurer, Secretary, Jumuah Co-ordinator and Musalla Managers shall be elected annually as hereinafter provided and shall hold Office till the next AGM, which must not be more than a calendar year later.
- 6.4 The Jumuah coordinator should preferably be a staff member or a postgraduate student.
- 6.5 A nominee for an Officer of the MSA shall have served on the MSA committee for a period of not less than six (6) months.
- 6.6 The Officers of the MSA shall be elected by secret ballot at the Annual General Meeting from members nominated by members of the MSA.
- 6.7 Subject to Rule 6.9, a person is not eligible for election to membership of the Committee unless a full member has nominated him or her for election by delivering notice in writing or electronically of that nomination, signed by (i) the nominator,

and (ii) the nominee to signify his or her willingness to stand for election, to the Secretary not less than seven (7) days before the day on which the Annual General Meeting concerned is to be held.

6.8 In the event that no nomination is received for any one (1) or more Offices of the Executive Committee, nominations for that Office or those Offices may be called at the Annual General meeting, and such nominees may be eligible for election to membership of the Committee.

6.9 A person who is eligible for election or re-election under this Rule may, in relation to the Annual General Meeting concerned,

6.9.1 propose or second himself or herself for election or re-election and

6.9.2 vote for himself or herself but may not be elected to nor hold more than one (1) Committee position at any time.

6.10 The Secretary shall ensure that notice of all persons seeking election to membership of Committee (except those referred to in Rule 6.11) is given to all members when notice is given to those members of the calling of the Annual General Meeting at which that election is to be held.

6.11 If the number of persons nominated for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled,

6.11.1 the Secretary shall report accordingly to, and

6.11.2 the Returning Officer shall declare those persons to be duly elected as members of the Committee at the Annual General Meeting concerned.

6.12 In the event of a vacancy in any of the Offices of the MSA, the Executive Committee shall appoint a new Officer as soon as possible to hold Office until the next General Meeting at which elections are scheduled to be held.

6.13 In the event of any vacancy in the Committee, the Executive Committee shall appoint a member until the next General Meeting at which elections are scheduled to be held, such person having all the powers of an elected member of the Committee.

6.14 The Executive Committee may co-opt members into the Executive Committee or any sub-committees for periods as they deem appropriate. Such co-opted members may be allowed voting rights on issues as the Officers deem appropriate.

6.15 The Executive Officer

6.15.1 The Executive Officer shall

6.15.1.1 guide the Committee on long term strategic planning.

6.15.1.2 liaise with UWA officials on matters relating to Muslim students, including facilities, space, and any other matters as he/she determines and or as agreed by the Executive Committee.

6.15.1.3 guide and advice the committee on financial matters.

6.15.1.4 be the Returning Officer for elections for the MSA.

- 6.15.2 In the absence of both the President and the Vice-President, attending members shall appoint a chair, who shall chair the meeting until one of the President or Vice-President arrives.
- 6.15.3 Should a viable Committee cease to exist, either due to lack of nominations at an AGM or as a result of resignations during the term of the Committee, the Executive Officer shall
 - 6.15.3.1 appoint a council of up to three (3) senior members of MSA, with the Executive Officer as chair of the council;
 - 6.15.3.2 the council shall hold elections within six weeks;
 - 6.15.3.3 the council shall conduct the affairs of MSA until elections are conducted, after which power shall be handed back to the elected committee.
- 6.16 President
 - 6.16.1 Subject to Rule 6.23.2 the President shall preside at all Committee meetings.
 - 6.16.2 The President shall perform such other duties as are required in these Rules by the President.
- 6.17 Vice-President: The Vice-President shall represent the President in the President's absence, and fulfill other duties as directed by the President and Executive Committee.
- 6.18 Treasurer: The Treasurer shall
 - 6.18.1 be responsible for the receipt of all moneys paid to or received by him or her on behalf of the MSA and shall issue receipts for those moneys in the name of the MSA;
 - 6.18.2 pay all moneys referred to in Rule 6.18.1 into such account or accounts of the MSA as the Executive Committee may from time to time direct;
 - 6.18.3 make payments from the funds of the MSA with the authority of a general meeting or of the Executive Committee;
 - 6.18.4 keep up to date the accounting records of the MSA;
 - 6.18.5 whenever directed to do so by the Executive Officer or President, submit to the Executive Committee a report, balance sheet or financial statement in accordance with that direction;
 - 6.18.6 have custody of all securities, books and documents of a financial nature and accounting records of the MSA, including those referred to in Rules 10; and
 - 6.18.7 perform such other duties as are imposed by these Rules on the Treasurer.
- 6.19 Secretary: The Secretary shall
 - 6.19.1 co-ordinate the correspondence of the MSA;
 - 6.19.2 keep full and correct minutes of the proceedings of the Committee and of the MSA;
 - 6.19.3 comply on behalf of the MSA with respect of
 - i. the register of members of the MSA,
 - ii. the Rules of the MSA, and

- iii. the record of the Office holders and any trustees of the MSA;
- 6.19.4 have custody of all books, documents, records and registers of the MSA; including those referred to in paragraph 6.19.3; and
- 6.19.5 perform such other duties as are imposed by these Rules on the Secretary.
- 6.20 The Jumuah Co-ordinator shall
 - 6.20.1 organise the roster for jumuah speakers (khateebbs);
 - 6.20.2 make bookings for the jumuah venue;
 - 6.20.3 ensure that materials required for jumuah, such as sound system and prayer mats, are available, set up and in working condition;
 - 6.20.4 perform other related duties as directed by the Executive Committee.
- 6.21 The Musalla Manager(s) shall
 - 6.21.1 keep the musalla clean;
 - 6.21.2 make sure all facilities are in working order;
 - 6.21.3 update prayer times in discussion with the Executive Officer;
 - 6.21.4 liaise with the Executives on matters relating to the musalla and its facilities;
 - 6.21.5 liaise with the Executives regarding programmes in the musalla;
 - 6.21.6 ensure that the books and other material in the musalla are appropriate and well organised;
 - 6.21.7 perform other related duties as directed by the Executive Committee.
- 6.22 The Executives may appoint or choose to have elected at an AGM any other positions or sub-committees it deems appropriate for the operations of the MSA.
- 6.23 Proceedings of Committee
 - 6.23.1 The Executive Committee shall meet together in person or by other means that enables all Committee members in attendance to communicate verbally for the dispatch of business at least twelve (12) times during its term of Office.
 - 6.23.2 Subject to Rule 6.16.1, in the event of the absence from an Executive Committee meeting of both the President and the Vice-President, the Executive Officer shall preside as chairperson at that Committee meeting.
 - 6.23.3 If the chairperson is not present within five (5) minutes after the time appointed for holding the meeting or he or she is present but declines to take or retires from the chair, the Executive Committee members in attendance may choose one of their own number to be the chairperson of that meeting.
 - 6.23.4 Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes, and, in the event of equality of votes, the chairperson shall have a casting vote in addition to a deliberative vote.
 - 6.23.5 A quorum for a meeting of the Executive Committee shall be one half of the members of the Committee.

- 6.23.6 Subject to these Rules, the procedure and order of business to be followed at a Executive Committee meeting shall be determined by the Executive Committee members present at the Committee meeting.
- 6.23.7 Meetings of the full Committee will be subject to these rules 6.23.1–6.23.6.
- 6.23.8 A Committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the MSA is established), must
- 6.23.8.1 as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
- 6.23.8.2 not take part in any deliberations or decision of the Committee with respect to that contract.
- 6.23.9 Meeting of sub-committees will be subject to these rules 6.23.1–6.23.8, except the chair of the sub-committee will be the chair of the meetings.
- 6.23.10 The appointment of Ordinary Committee members
- i. To be considered for a position as ordinary committee member on the MSA committee applicants must submit a written application to the secretary.
 - ii. Upon being shortlisted by the Executives, applicants must be interviewed by at least two (2) Executive members.
 - iii. Appointment and removal of applicants must be approved by the Executive Committee.
- 6.23.11 Disqualification of Committee members The Office of a Committee member shall become vacant if a Committee member:
- 6.23.11.1 is disqualified from being a Committee member by these Rules;
 - 6.23.11.2 is suspended or expelled as a member under these Rules;
 - 6.23.11.3 is permanently incapacitated by ill health;
 - 6.23.11.4 is absent without apology from three (3) or more Committee meetings in the same financial year, as defined in Rule 10.1;
 - 6.23.11.5 is absent with apology from three (3) or more consecutive Committee meetings in the same financial year, as defined in Rule 10.1;
 - 6.23.11.6 ceases to be a member of the MSA, as defined in Rules 5.1.4, 5.2.4, 5.3, 5.4.3 and 5.4; or
 - 6.23.11.7 resigns in writing to the Secretary or the President.

7 General Meetings

- 7.1 Only full members of the MSA and the Executive Officer have voting rights at a General Meeting, and in particular in votings for elections for any positions.

7.1.1 Annual General Meetings

- 7.1.1.1 The Executive Committee shall call an Annual General Meeting in accordance with the Act and these Rules.

7.1.1.2 Subject to Rule 7.4.1, the Annual General Meeting shall be held each year in October or April.

7.1.1.3 The business at the Annual General Meeting shall be

7.1.1.3.1 the confirmation of the minutes of the previous Annual General Meeting and of any Special General Meeting held since that meeting,

7.1.1.3.2 President's report;

7.1.1.3.3 the consideration of the accounts and reports of the Committee and the auditor's report,

7.1.1.3.4 the election of the Committee, and

7.1.1.3.5 any other business requiring consideration by the MSA.

7.2 Special General Meetings

7.2.1 The Committee may call a Special General Meeting of the MSA at any time.

7.2.2 Upon a requisition in writing of five (5) members of the MSA, the Committee shall, within one (1) month of the receipt of the requisition, convene a Special General Meeting for the purpose specified in the requisition.

7.2.3 Every requisition for a Special General Meeting shall be signed by the relevant members and shall state the purpose of the meeting.

7.2.4 If a Special General Meeting is not convened within one (1) month, as required by 8.2.2 above, the requisitionists, or at least 50% of their number, may convene a Special General Meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the Committee, and for this purpose the Committee shall ensure that the requisitionists are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the MSA.

7.3 Notice of general meetings

7.3.1 At least fourteen (14) days notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held and particulars of the nature and order of the business to be transacted at the meeting.

7.3.2 Notification of any general meetings must be placed in G-news, the UWA Student Guild's weekly electronic newsletter, or equivalent as deemed by the Guild.

7.3.3 A notice may be given by the MSA to any member by serving the member with the notice personally, or by sending it by email to the email address appearing in the register of members or by post to the postal address appearing in the register of members. (See Rule 5.5.)

7.3.4 Where a notice is sent by email,

7.3.4.1 the service is effected by properly addressing and sending an email containing the notice, and

7.3.4.2 unless the contrary is proved, service will be taken to have been effected at the time at which the email was sent.

7.3.5 Where a notice is sent by post,

7.3.5.1 the service is effected by properly addressing, prepaying and posting a letter or packet containing the notice, and

7.3.5.2 unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.

7.4 Proceedings at general meetings

7.4.1 Ten (10) members present personally or by proxy shall constitute a quorum for the transaction of business at any general meeting.

7.4.2 If within fifteen (15) minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. If within fifteen (15) minutes after the time appointed for any other meeting a quorum of members is not present, the members present shall form a quorum.

7.4.3 The Executive Officer shall preside as chairperson at the general meeting. Subject to Rule 7.4.3, in the event of the absence from a general meeting of the Executive Officer, the President, the Vice-President, and in their absence, a member elected by the other members present at the general meeting shall preside as chairperson at the general meeting.

7.4.4 If the chairperson is not present within five (5) minutes after the time appointed for holding the meeting or he or she is present but declines to take or retires from the chair, the members may choose a Committee member or one of their own number to be the chairperson of that meeting.

7.4.5 If within fifteen (15) minutes of the time appointed by Rule 8.4.2 for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.

7.4.6 The Chairperson may, with the consent of a general meeting at which a quorum is present, and shall, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.

7.4.7 There shall not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.

7.4.8 When a general meeting is adjourned for a period of thirty (30) days or more, the Secretary shall give notice under Rule 8.3.1 of the adjourned general meeting as if that general meeting were a fresh general meeting.

7.5 Voting at general meetings

7.5.1 Subject to these Rules, every member of the MSA has only one (1) vote at a meeting of the MSA.

7.5.2 Subject to these Rules, a question for decision at a general meeting shall be determined by a majority of members who vote in person or by proxy.

7.5.3 Unless a poll is demanded in accordance with Rule 8.6.1, a question for decision at a general meeting shall be determined by a show of hands.

7.6 Polling at general meetings

- 7.6.1 If a poll is demanded by the Chairperson or at least five (5) members, it must be conducted in a manner specified by the person presiding, and the result of the poll is the resolution of the meeting on that question.
- 7.6.2 A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

7.7 Ordinary resolutions

- 7.7.1 An ordinary resolution is a resolution passed by a simple majority at a general meeting.
- 7.7.2 A declaration by the Chairperson at a general meeting that a resolution has been passed shall be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with Rule 7.6

7.8 Proxies

- 7.8.1 A member shall be entitled to appoint in writing a natural person who is also a member of the MSA to be their proxy and attend and vote at any general meeting of the MSA on their behalf.
- 7.8.2 There is no limit to how many members of the MSA can appoint a single other member of MSA to be their proxy.
- 7.8.3 All proxies should be communicated in writing to the Executive Officer by the person appointing the proxy before a GM.

8 Management of the Musalla

- 8.1 The UWA Musalla has been placed under the care of MSA by UWA.
- 8.2 The UWA Musalla is for the use of Muslims students and staff at UWA.
- 8.3 Members of the general public may ordinarily use the Musalla for prayers and to attend any programmes held by MSA in the Musalla at the pleasure of the Executives.
- 8.4 The Executives Officer may, in consultation with the MSA Executive Committee, at any time withdraw or deny access to the Musalla for any person.
- 8.5 Denial of such access may be permanent, temporary or for a fixed term. Return to access after temporary and fixed term denial of access may be subject to conditions as determined by the Executive Officer in consultation with the Executives.
- 8.6 In the case of permanent denial of access, a record will be kept for future Executives, and the ban will remain in place indefinitely.
- 8.7 The Executive Committee can create and implement any other policies that it determines appropriate for the good management of the musalla for the benefit of the member of MSA.

9 Minutes

- 9.1 The Secretary shall keep proper minutes of all proceedings of general meetings of the MSA and of meetings of the Committee.
- 9.2 The minutes kept pursuant to this Rule must be confirmed by the members of the MSA or the members of the Committee (as relevant) at a subsequent meeting.
- 9.3 The minutes kept pursuant to this Rule shall be signed by the President of the meeting at which the proceedings took place or by the President of the next succeeding meeting at which the minutes are confirmed.
- 9.4 Where minutes are entered and signed, they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held and that all appointments made at a meeting shall be deemed to be valid.

10 Financial Reporting

- 10.1 Financial year: The financial year of the MSA shall be the period of twelve (12) months commencing on 1st January each year and ending on 31st December of the same year.
- 10.2 Accounts to be kept: The Treasurer shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the MSA.
- 10.3 Accounts and reports to be laid before members: The accounts, together with the auditor's report on the accounts, the Committee's statement and the Committee's report, shall be laid before members at the Annual General Meeting.
- 10.4 The Committee shall appoint an auditor whose appointment is revocable at the instance of the Committee and whose duties shall be to audit the books of the MSA and to report to the Committee. The auditor shall not be a member of the MSA.

11 Bequests

That the Committee aims to use any bequest funds to fulfil the wishes of the benefactor where possible and practicable, as long as they are in accordance with the Objects of the Association.

12 Winding Up

- 12.1 The MSA may be wound up in a manner determined by a general meeting.
- 12.2 If, on the winding up of the MSA, any property of the MSA remains after satisfaction of the debts and liabilities of the MSA and the costs, charges and expenses of that winding up, that property shall be distributed to an appropriate charity as agreed by a general meeting.

13 Rules

- 13.1 The MSA may alter or rescind these Rules or make Rules additional to these Rules by special resolution at a general meeting, but not otherwise.
- 13.2 An alteration of the Rules of the MSA having effect to change the name of the MSA does not take effect until Rule 13.1 is complied with.
- 13.3 An alteration of the Rules of the MSA having effect to alter the objects or purposes of the MSA does not take effect until Rules 13.1 and 13.2 inclusive are complied with.
- 13.4 These Rules bind every member and the MSA to the same extent as if every member and the MSA had signed and sealed these Rules and agreed to be bound by all their provisions.

14 Inspection of Records, Etc. of the MSA

A member may at any reasonable time inspect without charge the books, documents, records and securities of the MSA.

15 Disputes and Mediation

- 15.1 The grievance procedure set out in this Rules applies to disputes under these Rules between
 - 15.1.1 a member and another member; or
 - 15.1.2 a member and the MSA; or
 - 15.1.3 if the MSA provides services to non-members, those non-members who receive services from the MSA and the MSA.
- 15.2 The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.
- 15.3 If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, hold a meeting in the presence of a mediator.
- 15.4 The mediator must be
 - 15.4.1 a person chosen by agreement between the parties or
 - 15.4.2 in the absence of agreement,
 - 15.4.2.1 in the case of a dispute between a member and another member, a person appointed by the Committee; or
 - 15.4.2.2 in the case of a dispute between a member or non-member and the MSA who is a UWA student of staff, the Muslim Chaplain of UWA.
 - 15.4.3 A member of the MSA can be a mediator.

- 15.4.4 The mediator cannot be a member who is a party to the dispute.
- 15.4.5 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 15.4.6 The mediator, in conducting the mediation, must
- 15.4.7 give the parties to the mediation process every opportunity to be heard,
- 15.4.8 allow due consideration by all parties of any written statement submitted by any party and
- 15.4.9 ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 15.5 The mediator must not determine the dispute.
- 15.6 The mediation must be confidential and without prejudice.
- 15.7 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in a GM.

16 Changing the Constitution

- 16.1 This constitution may be changed by a vote of 60% or more of members present at a GM.
- 16.2 The changes to the constitution must be circulated to the members by email seven (7) days before the GM.